

B&T MARC™ School Quick Form

Cataloging Specifications

The specifications chosen in this booklet are to be used for the following account(s) and institution (school or library):

Authorized Signature

Institution/Organization

Baker & Taylor Account #

Address

City

State

Zip Code

Phone

Fax

E-mail

Baker & Taylor will provide CIP or full LC Marc records, including original Baker & Taylor cataloging when LC cataloging is not available.

There may be titles for which cataloging information is not yet available.
In such cases:

- ☐ Ship books if cataloging is NOT available [N]
- ☐ Cancel titles if cataloging is NOT available [Y]



BAKER & TAYLOR

Information and Entertainment Services

National Sales Headquarters
2709 Water Ridge Parkway
Charlotte, NC 28217
(800) 775-1800 • www.btol.com

***Most Often Used Options**

SUBJECT HEADINGS

- ☐ Library of Congress [A]
- ☐ *Sears-but if not available substitute Library of Congress cataloging with Juvenile subject headings [C]

NONFICTION

**Dewey # standard is unabridged. Dewey cut at 1st prime unless otherwise indicated*

- ☐ *Dewey # with first 3 letters of author's surname
- ☐ Dewey # with author's surname
- ☐ Dewey # with first _ letter(s) of author's surname

INDIVIDUAL BIOGRAPHY

- ☐ *B [A]
- ☐ 92 [C]
- ☐ 921 [D]
 - ☐ *With biographee's surname [104]
 - ☐ With first 3 letters of biographee's surname [103]
 - ☐ With first _ letter(s) of biographee's surname

COLLECTIVE BIOGRAPHY

- ☐ *920 [A]
- ☐ 92 [B]
- ☐ BC [D]
 - ☐ *With first 3 letters of author's surname [103]
 - ☐ With author's surname [104]
 - ☐ With first _ letter(s) of author's surname

FICTION

- ☐ *F [A]
- ☐ FIC [B]
 - ☐ *With first 3 letters of author's surname [103]
 - ☐ With author's surname [104]
 - ☐ With first _ letter(s) of author's surname

EASY FICTION

- ☐ E [A]
- ☐ Same as fiction
 - ☐ *With first 3 letters of author's surname [103]
 - ☐ With author's surname [104]
 - ☐ With first _ letter(s) of author's surname

EASY NONFICTION

- ☐ *Dewey Number [A]
- ☐ E [E]
 - ☐ *With first 3 letters of author's surname [103]
 - ☐ With author's surname [104]
 - ☐ With first _ letter(s) of author's surname

SHORT STORIES

- ☐ *SC [A]
- ☐ Dewey # [F]
- ☐ Same as Fiction
 - ☐ *With first 3 letters of author's surname [103]
 - ☐ With author's surname [104]
 - ☐ With first _ letter(s) of author's surname

JUVENILE PREFIXES - FICTION

- ☐ *No special identification [A]
- ☐ J above fiction author letters [F]
- ☐ J above call number produced by fiction class/fiction letters [B]
- ☐ J in front of fiction author letters [G]
- ☐ J in front of call number produced by fiction class/fiction author letters [C]

JUVENILE PREFIXES - NONFICTION

- ☐ *No special identification [A]
- ☐ J above call number [B]
- ☐ J in front call number [C]

AUTHOR LETTER CAPITALIZATION

- ☐ Capitalize 1st letter only [A]
- ☐ Capitalize all letters [B]

† Note: if options other than standard specification () are chosen for Professional and Reference, these titles must be sent as a separate order and marked Professional or Reference across the top of the order.*

REFERENCE

(see note above)

- ☐ *Dewey # assigned by subject (with no special classification)
- ☐ REF above Dewey #
- ☐ REF as Dewey #
- ☐ R above Dewey #
- ☐ R as Dewey #

PROFESSIONAL

(see note at top of this column)

- ☐ *Dewey # assigned by subject (with no special classification)
- ☐ PRO above Dewey #
- ☐ PRO as Dewey #
- ☐ P above Dewey #
- ☐ P as Dewey #

CARD SETS

Cards per title. All other components are provided by copy.

CATALOG CARDS

- ☐ Do not provide catalog cards
- ☐ Full set for dictionary catalog including shelflist card

Provide only cards listed below:

- ☐ (1-8) shelflist cards
- ☐ (1-8) main entry cards
- ☐ (1-8) title cards
- ☐ (1-8) series cards
- ☐ (1-8) subject added entry cards
- ☐ (1-8) other added entry cards
- ☐ (1-8) series added entry cards

SORTED CARDS

(additional cost possible) [115]

- ☐ Provide cards sorted according to specifications below
- ☐ Do not provide sorted cards; put all cards in book

SORT BREAKS

- ☐ Sort shelflist, put dictionary cards in book [B]
- ☐ Sort all cards; extra cards, if any, sorted in separate alphabets according to choices in Shelflist Sort and Dictionary Card Sort.

SHELFLIST SORT

- ☐ Sort shelflist by classification [A]
- ☐ Sort shelflist by main entry [E]
- ☐ Do not sort shelflist; put shelflist in book [C]

DICTIONARY CARD SORT

- ☐ Sort all cards in one dictionary [A]
- ☐ Sort cards in a divided catalog: 1) author, 2) title /subject [B]
- ☐ Sort cards in a divided catalog: 1) author/title 2) subject [C]
- ☐ Sort cards in a divided catalog: 1) author, 2) title, 3) subject [D]

CIRCULATION CARD

[155]

- ☐ Yes ☐ No

MYLAR JACKETS

- ☐ None
- ☐ Only on books with cataloging records
- ☐ On all books with dust jackets
 - ☐ Glued
 - ☐ Loose
 - ☐ Taped

CLEARs

- ☐ None
- ☐ Only on hardbacks without dust jackets [230]
- ☐ On hardbacks without dust jackets and paper backs [235]

KAPCO (covers for paperbacks)

- ☐ Do not install
- ☐ Install on ALL paper backs [225]
- ☐ Install only on titles marked on book order [226]

POCKETS

(includes pocket insert)[355]

- ☐ None
- ☐ Fastened to back flyleaf, 1/2" from bottom [B, D]
- ☐ Loose [A]

SELF-ADHESIVE DATE DUE SLIP

- ☐ None
- ☐ Fastened to back flyleaf, 1/2" from bottom [204 B, M]

SPINE LABELS [360]

- ☐ No
- ☐ Yes, loose [C, 002]
- ☐ Yes, fastened 2" from bottom book edge [A, 003]

THEFT-DETECTION LABELS

(additional cost possible)

- ☐ None
- ☐ 3M sensitized/desensitized [276]
- ☐ Checkpoint
 - ☐ 310 series (8.2 MHZ frequency) [289]
 - ☐ 410 series (8.2 MHZ frequency) [291]
 - ☐ 320 Series (9.5 MHZ frequency) [293]
 - ☐ 420 series (9.5 MHZ frequency) [294]

OWNERSHIP LABELS

(additional cost possible)[370]

- ☐ No
- ☐ Yes, loose [C]
- ☐ Yes, fastened to pocket [A]

OWNERSHIP/ BARCODE LABEL INFORMATION

(Line 1 will appear on all barcodes if applicable)

- Maximum of 30 characters per line - -

Line 1: _____

Line 2: _____

Line 3: _____

Line 4: _____

BARCODE LABELS

- ☐ Yes
- ☐ No
- ☐ Provide numbers with ___(5-14) digits, including check digits if noted below
- ☐ Include a check digit in the last position of my bar code number
- ☐ Include the following prefix _____ as part of my barcode /accession number

NUMBER RANGE

(provide at least 1000 #s)

- ☐ Start number _____
- ☐ End number _____

BARCODE LABEL

- ☐ Provide ___(1-4) bar code labels with eye-readable number [075]

BAR CODE LABEL SYMBOLOGY

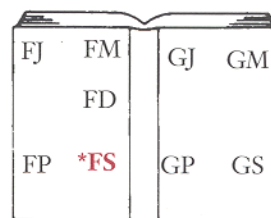
- ☐ Code-39
- ☐ Code-39 with Modulus 10 check digit [092]
- ☐ Code-39 with Modulus 43 check digit [090]
- ☐ Codabar [095]
- ☐ Interleaved 2/5 (Code 1-2/5) [100]
- ☐ CODE IV (Winnebago LCS III/Apple Software)[104]
- ☐ Circ Plus 2/5 [110]

BAR CODE LABEL PLACEMENT

- ☐ *Horizontal
- ☐ Vertical (reading top to bottom)

Circle preferred placement below:

Back **Front**



***FS is the most preferred placement**

MARC RECORDS

☐ Yes ☐ No

SYSTEM INTERFACE

Company _____

Product _____

Version _____

FORMAT

- ☐ MicroLIF '87(900 tags)[L]
☐ USMARC (MicroLIF protocol '91)(852 tag undivided)[M]
☐ USMARC (MicroLIF protocol '92) (852 tag divided)[M]

COMPUTER COMPATIBILITY

- ☐ IBM [440]
☐ Macintosh [443]

METHOD OF DOWNLOAD

- ☐ *Internet [415]
☐ 3.5" high density diskette [HD]
☐ 3.5" low density diskette
☐ 5.25" high density diskette [HD]
☐ 5.25" low density diskette

A minimal level MARC record will be provided for titles that do not have cataloging available.

Accelerated Reader Processing & Cataloging

ACCELERATED READER ITEMS

Includes reading program name, reading level, point value, and quiz number

- ☐ Accelerated Reader 526 tag in catalog record

† Note: Any of the Accelerated Reader Items selected below will require that another group number be established for your school's accelerated reader title ordering. Another barcode range will need to be provided (if applicable) for your school's processing.

SMALL ACCELERATED READER BOOK INFORMATION LABEL [375]

Includes reading level and point value

- ☐ Attached (on spine above spine label)[C]
☐ Not attached [E]

AR
RL
4.4
PTS
5.0

LARGE ACCELERATED READER BOOK INFORMATION LABEL [380]

Includes book title, author, reading level, point value, reading program name, and quiz number

- ☐ Attached (horizontal - upper right hand corner of front fly leaf) [A]
☐ Not attached [F]

Charlotte's Web.

Author: White, E. B. (Elwyn Brook)

Reading Level: 4.4

Point Value: 5.0

Accelerated Reader Quiz #19

ACCELERATED READER IDENTIFICATION STICKER (BLUE)

Provides easy visual identification of Accelerated Reader titles on library shelves

- ☐ Attached (above spine label)
☐ Not attached

Accelerated
Reader

The Options noted in the School Quick Form are those which our customers most frequently request. If the options within this booklet do not meet your needs, customized services are available. Contact Information Services (800) 775-1800